

## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Supervisor

**GRADE:** 14

**JOB CODE:** 5001

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under the direction of the Director or other appropriate administrative staff, is responsible for coordinating and supervising the work of employees in the general maintenance and upkeep of buildings, grounds, and equipment. Responsible for maintaining electrical, plumbing, mechanical, and related systems. Performs the work of employees and other duties as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Supervises and assigns the work of maintenance employees.

Inspects work for completeness.

Determines material, equipment, and supplies to be used. Transfers equipment and personnel from one project to another as necessary.

Keeps time cards and other routine records.

Coordinates or installs, inspects, repairs and maintains the electrical, plumbing, mechanical and other related systems in all health department locations.

Coordinates or inspects, operates and maintains the heating, cooling and ventilation systems (including boiler system) in all health department locations.

Does general repairs such as painting, patching walls, security hardware, hanging shelves and landscaping.

Coordinates renovations of existing facilities and the construction of new facilities.

Coordinates and inspects major contract work on the electrical, plumbing, mechanical and other related systems in all health department locations.

Possession of a current and valid motor vehicle operator's license.

**SUPERVISION RECEIVED:** Tasks so highly routine may simply require standardized instructions without continuous direct supervisory observation.

**SUPERVISION EXERCISED:** Assigns and inspects the work of other maintenance and **JOB**

**TITLE:** Maintenance Supervisor (Continued)      **JOB CODE:** 5001

janitorial employees.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Ability to meet and deal tactfully and courteously with fellow employees and vendors/contractors.

Ability to install, inspect, repair and maintain the electrical, plumbing and other related systems of all district health department locations.

Ability to perform various clean-up and maintenance tasks as needed.

Ability to update inventories and other supplies as needed.

Ability to inspect, operate and maintain the heating, cooling and ventilation system and the boiler system. Skill in maintaining and repairing security hardware.

Ability to understand complex written and oral instructions.

Thorough knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties.

**Minimum Education, Training, and Experience Requirements:** High School or GED. Eighteen months of education and training beyond high school level in general maintenance and repair, or a closely related area. Two years experience in general maintenance or other maintenance responsibilities that would include the ability to recognize electrical, plumbing, and mechanical malfunctions or equipment failures. Formal training in related fields will substitute on a year-for-year basis.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Technician      **GRADE:** 11

**JOB CODE:** 5002

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under direction of Maintenance Supervisor or other appropriate administrative staff responsible for the general maintenance and/or minor repairs to health department buildings and grounds and to do related tasks as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Sees that the building has adequate heating, lighting, and ventilation and that it is properly cleaned and in good working condition.

Makes minor repairs and inspections of equipment.

Does general repairs such as painting, patching walls, hanging shelves, and landscaping.

Operates machinery and equipment.

Arranges desks, files, and other office equipment.

Performs janitorial duties and other related tasks as required.

**SUPERVISION RECEIVED:** Involves supervision for completion of work and standard operating procedures for repairs and inspections.

**SUPERVISION EXERCISED:** No supervisory responsibility required.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Knowledge in maintenance supplies, equipments, materials, and methods used in janitorial work.

Ability to make minor repairs to buildings and equipment.

Ability to understand verbal and written instructions.

Ability to perform various clean-up and maintenance tasks as required.

**JOB TITLE:** Maintenance Technician (continued)      **JOB CODE:** 5002

Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance in using equipment to complete assigned tasks.

**Minimum Education, Training and Experience Requirements:** High School or GED. Eighteen months of education and training beyond high school level in general repair or closely related technical area.

or

High school or GED and two years of experience in general maintenance or other maintenance responsibilities that would include the ability to recognize electrical, plumbing, and mechanical malfunctions or equipment failure.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **JOB DESCRIPTION**

**JOB TITLE:** Janitor

**GRADE:** 4

**JOB CODE:** 5003

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under moderate supervision performs janitorial duties that involve cleaning and sanitizing the health department building and its grounds. Work may involve a variety of physical demands. Ability to perform related tasks as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Cleans, sweeps, dusts, mops, washes, vacuums, polishes, and waxes floors. Cleans windows, woodwork, furniture, and equipment.

Cleans toilet facilities and keeps rest rooms supplied with towels, soap, and other items. Collects and disposes of trash from buildings and grounds.

Performs unskilled maintenance work.

Performs outside work such as cleaning walks and mowing lawn.

Moves furniture and equipment.

Ability to perform physical labor such as moving furniture and equipment, lifting, climbing ladders, etc.

Ability to follow instructions concerning various chemicals.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** No supervisory responsibility required.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Ability to understand and follow verbal or simple written instructions.

Ability to do strenuous work.

**JOB TITLE:** Janitor (continued)

**JOB CODE:** 5003

General knowledge of housekeeping, tools, equipment and supplies.

**Minimum Education, Training and Experience Requirements:** Elementary education. Up to 3 months experience helpful, but not required. On the job training acceptable. (Elementary education is defined as the eighth grade).

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Person

**GRADE:** 7

**JOB CODE:** 5004

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under direction to be responsible for the general maintenance of the health department buildings and grounds; and to do related work as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Sees that the building has adequate heating, lighting, and ventilation and that it is properly cleaned.

Inspects electrical, plumbing, heating and other equipment and makes minor repairs for their maintenance.

Arranges desks, files and other office equipment. Supervises the upkeep of grounds and buildings.

Acts as custodian of all department property.

Supervises the receipt and shipping of all materials and equipment.

### **JOB SPECIFICATIONS**

#### **Knowledge and Abilities:**

Considerable knowledge of custodial and janitorial supplies, equipment and material.

Considerable knowledge of methods used in janitorial work.

Ability to make minor repairs of building and equipment.

Ability to plan, organize, assign, supervise, and inspect the work of helpers.

Ability to follow instructions.

Ability to keep routine records and make reports.

**Minimum Education, Training and Experience Requirements:** Elementary school (eighth grade) education. Three years experience in building maintenance, janitorial services or related work.

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**required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**